



# JOINT READINESS TRAINING CENTER AND FORT POLK CIVILIAN PERSONNEL ADVISORY CENTER FORT POLK, LOUISIANA 71459-5341

*"ARMY CIVILIAN PERSONNEL PROFESSIONALS--  
HELPING LEADERS MEET THE MISSION"*

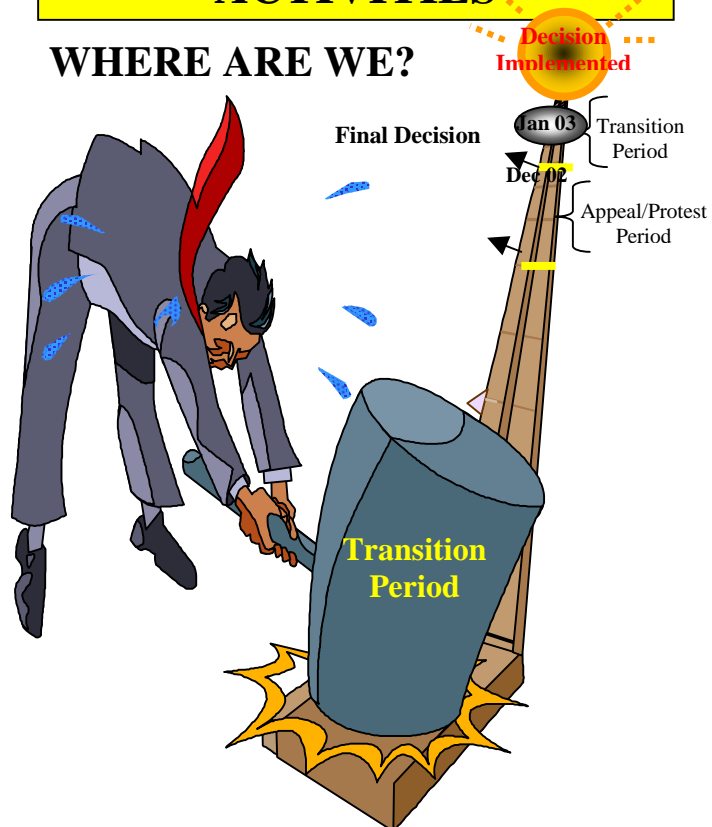


CPAC INFORMATION BULLETIN  
NUMBER 57

February 2003

## COMMERCIAL ACTIVITIES

### WHERE ARE WE?



### GARRISON COMMANDER'S COMMERCIAL ACTIVITIES UPDATE

As a part of my continuing effort to keep you informed, I would like to provide you an update on the status of the implementation of the

Commercial Activities (CA) study. My purpose is to tell you where we are now and to advise you of the road ahead. My goal is to eliminate rumors.

Last month we advised you, among other things, that we had commenced the phase-in period, our third and final VSIP/VERA open window would occur on 13-17 Jan 03; AECOM was anxiously awaiting the opportunity to accord those entitled the right of first refusal; the CPAC would be soliciting nominations for the Dislocated Worker Training; and the Housing Assistance Program was now available to Fort Polk employees.

The phase-in period is continuing. We have made significant progress readying the Command to transfer property to AECOM. However, we have not completed this effort. We are meeting with AECOM regularly to ensure that we are fully prepared upon contract start.

We have completed our third and final VSIP/VERA open window prior to the contract start date. This afforded those employees who gained eligibility during the period 1 Mar through 14 Jun 03, the opportunity to be considered. The approval process had been completed. Here are the results. A total of 419 employees applied for VSIP. Of that number, 384 were eligible to apply. Of those eligible, 374 or 97% were approved for VSIP. A total of

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198 employees applied for VERA of which 195 were eligible. Of those eligible, 192 or 98% were approved.

We have completed our negotiations with our partners at the Louisiana Dislocated Worker Training Office. The revised training schedule was announced and nominations to attend the training were solicited. If you didn't see the schedule, see the article on Dislocated Worker Training in this bulletin for details.

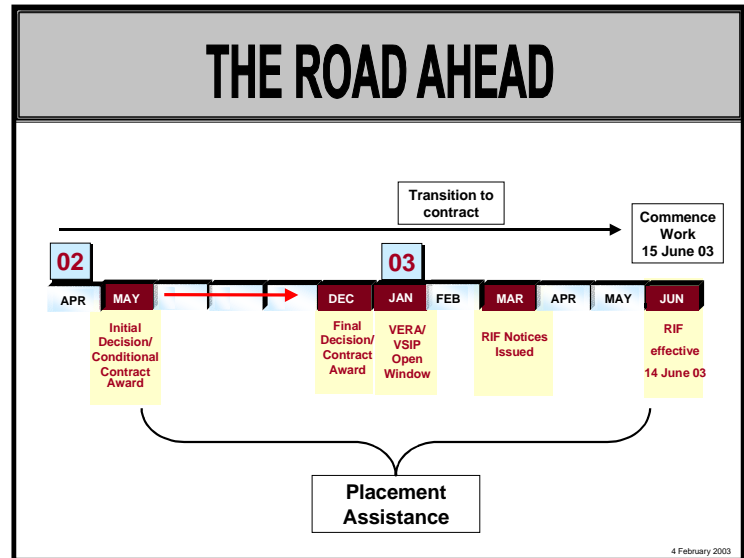
AECOM is soliciting applications for employment. All employees, including those with the Right of First Refusal, desirous of employment with AECOM will be required to complete an application. All employees and retirees are encouraged to obtain and submit an application as soon as possible. An application may be obtained from the CPAC Job Information Center. Upon completion, it should be submitted to:

AECOM Government Service Inc.  
P.O. Box 3934  
Fort Polk, LA 71459

The Army Corp of Engineers, in partnership with our DPW, is planning to conduct a town hall meeting to discuss the Housing Assistance Program. See HAP Public Meeting article for details. Applications or additional information concerning the program may be obtained from the U.S. Army Corps of Engineers, Fort Worth District, at 1-888-231-7751. Stay tuned more to follow.

Finally, we are planning to hold a Job Fair on 16 Apr 03. We expect a number of employers from the private sector, state and federal government. The fair will be held at the Vernon Parish Fair Grounds, in Leesville, Louisiana. You will need two pieces of identification including a picture ID to gain access. You should also bring copies of your resume' and social security card, come early and dress appropriately, as for a job interview.

As always, I am committed to providing you the information you need. I will report to you as developments occur.



## DISLOCATED WORKER TRAINING

The CPAC has partnered with the Louisiana Dislocated Worker Training Office to bring training to assist employees as we transition the workforce. The "just-in-time" training, designed to enhance your skills, will be available at the ACAP Center, here at Fort Polk.



The following courses have been scheduled:

DATE	COURSE
15 -17 Apr 03	General Orientation
22-24 Apr 03	Interviewing Skills
22-24 Apr 03	Resume' Writing

In addition, our Louisiana Dislocated Worker partners will be conducting orientation and individual counseling sessions for permanent and temporary employees entitled unemployment compensation. These sessions are scheduled as follows:

4-6 Jun 03	Unemployment Compensation for Temporary Employees
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11-13 Jun 03      Unemployment Compensation  
for Permanent Employees

We have solicited nominations for each of these classes. To date, those indicating interest have been few. The interest will determine the number of sessions. If you are interested in attending one of these sessions and have not registered, please notify supervisor and contact Ms. Tami Culbreath at 531-1856. Those indicating interest are expected to attend.

**REMINDER!!!!**



**April 16, 2003      9:00 a.m. – 4:00 p.m.**  
**Vernon Parish Fair Grounds**  
**Leesville, Louisiana**

**OPEN TO ALL**  
*DAC's, Soldiers, Family Members, Surrounding Community*

Call (337) 531-9541 or (337) 658-1671 (cell) for more information

**LOCAL | NATIONWIDE | OVERSEAS**

Employers looking for good, qualified prospective employees  
in the following fields (both blue & white collar):

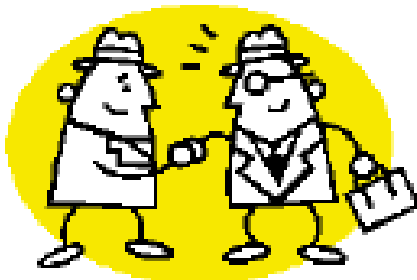
TRANSPORTATION MAINTENANCE ADMINISTRATIVE MANAGEMENT	LAW ENFORCEMENT/SECURITY CORRECTIONAL ACTIVITIES OFF-SHORE SERVICES FOOD SERVICE	MEDICAL/DENTAL CLERICAL SALES/CUSTOMER SERVICE COMPUTER TECHNICAL
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*and many other federal, state, government contracting, and private businesses that are not listed above*

- Have two pieces of identification w/ picture ID to gain access to Job Fair.
- Bring copies of your resume and social security card (not all employers have applications available). DAC and soldier contact our ACAP center at 531-1591 for assistance.
- Come early!! Employers leave promptly at close of the fair.
- Dress appropriately (as for a job interview).

**Directions from Landmark Hotel:** North on Hwy 171 turn left at Texas Hwy 8 travel west approximately 3 miles turn right at Lebos convenient store entrance to Fair Grounds.

**CO-SPONSORS**  
Leesville Job Center of Louisiana Department of Labor  
&  
Army Career and Alumni Program (ACAP)



# NOTICE

## HOMEOWNERS ASSISTANCE PROGRAM (HAP) PUBLIC MEETING

A Public Meeting will be held for all interested personnel on March 5, 2003 from 2:00 PM – 4:30 PM at the Bayou Theater, Fort Polk, Louisiana.

The HAP was originally approved for Fort Polk on October 11, 1996, as a result of the adverse impact on the local real estate market caused by the base realignment announced on December 8, 1994. This program has been extended until September 30, 2004 due to the result of the A-76 announcement and the impending Reduction in Force. The HAP is a special relief program to provide financial assistance to eligible civilian, military and retired homeowners. The program is available for persons who were unable to dispose of their dwellings under reasonable terms and conditions, when the real estate market was adversely affected by closure, partial closure, or a reduction in scope of operations on a military installation.

All military, retired military, permanent federal civilian and non-appropriated fund employee homeowners stationed or employed at or near Fort Polk may be eligible for assistance if they owned a home in Vernon and Beauregard Parishes prior to the announcement dates and have recently departed from the area, or plan to leave the area prior to September 30, 2004.

Applications for HAP or additional information concerning the program may be obtained from the U. S. Corps of Engineers, Fort Worth District, at 1-888-231-7751

# NOTICE

## CENTRALIZATION OF ARMY PERSONNEL DATABASES

### HOW DOES CENTRALIZATION AFFECT EMPLOYEES?

**HISTORY:** Currently, Army civilian employee records have been maintained in ten separate, regional databases. Seven of these databases have been maintained by the five Continental United States (CONUS) Civilian Personnel Operations Centers (CPOCs) and the remaining are maintained by the three Outside the Continental United States (OCONUS) CPOCs.

**WHAT'S CHANGING?** All CONUS CPOC databases are being centralized into the Army

Civilian Data Center located at Rock Island Arsenal, IL. That means that the CPOCs will no longer maintain individual personnel databases.

Rather, they will access the central database at Rock Island to process personnel actions. OCONUS CPOCs may centralize as early as July 2003.



**WHY THE CHANGE?** Army is consolidating many automated personnel processes to better support our customers. By having the database in one location we can more quickly and efficiently update the automated systems we use.

**IMPACT ON EMPLOYEES:** Very little impact on employees other than specific actions that may be held up during the transition period. DCPDS will not be available to managers from 6 through 23 March 2003. All Requests for Personnel Action (RPAs) located in the CPAC or CPOC when the transition period starts will be automatically moved from DCPDS at their

Region into a new centralized DCPDS at Rock Island. The CPOCs will then have access to check the system, test the changes, and begin processing actions. During the transition period, CPOCs will be working on functions that do not require DCPDS such as classifying jobs, rating and ranking applications, processing referral lists and other actions not requiring the automated system

**WHAT SHOULD EMPLOYEES DO?** If you have an action that is to be effective during the transition period noted above, you should contact your supervisor, who in-turn will contact their CPAC. Arrangements should be made to either have these actions fully processed before the transition period starts or after it completes. If you have questions regarding this or any other actions that may be affected by this transition, contact your supervisor who will in-turn contact their servicing CPAC.

**IN CASE OF EMERGENCIES:** Should an emergency occur during the transition period, plans are in place to process such actions expeditiously. Contact your servicing CPAC for details. Notifications of Personnel Action will be created and provided to payroll as needed. Actions will be processed in DCPDS once the system is operational.

**IMPACT ON THE ABC-C:** ABC-C operation will be normal to customers. Transactions will be created; however, they will be held in pending status until DCPDS is operational and all processes have been run successfully. During the transition period, customers and counselors can view their actions in the projected areas of the Interactive Voice Response System / Employee Benefit Information System (IVRS/EBIS) system. Information in IVRS/EBIS for CONUS employees will be as of 6 March 2003. Processing of retirement packages will be normal. Processing of RPAs effective 6 March or later, information flow to payroll and error resolution will be suspended until DCPDS is operational, March 24.



OCONUS Operations will remain normal for the ABC-C.

## **WORKERS' COMPENSTATION**

### **FORMER FORT POLK EMPLOYEE SENTENCED IN WORKERS' COMPENSATION FRAUD CASE.**

Roderick D. Bailey, 58, of Longville, was sentenced on Friday February 14, 2003, by U.S. Districted Court Judge James T. Trimble Jr. for making a false statement to obtain Federal Employee Compensation payments.

Bailey was sentenced to six months home confinement, to be followed by 24 months of supervised probation and 100 hours of community service. Bailey was also ordered to pay restitution to the Department of Labor in the amount of \$151,432.98, as well as a \$100.00 victim witness fee.



Bailey was required to fill out and submit the forms showing any employment and earnings received during the previous 12-15 months. On the forms submitted by Bailey, he denied receiving any income or being self-employed for the past 15 months. During that 15-month period, the investigation revealed that Bailey was self-employed as a truck driver and cattle rancher. Because of Bailey's false statements, he received Workers' Compensation benefits and funds that he was not entitled.

The investigation was conducted by Office of the United States Attorney for the Western District of Louisiana, U.S. Department of Labor, Office of the Inspector General, Investigations,

Houston, Texas, Fort Polk Civilian Personnel Advisory Center, FECA Section, and Fort Polk Criminal Investigation Division.

## **NOTICE**

### **DOD ISSUES POLICY FOR IMPLEMENTING THE DOMESTIC VIOLENCE MISDEMEANOR AMENDMENT TO THE GUN CONTROL ACT FOR DOD CIVILIAN PERSONNEL**

The final Department of Defense (DoD) civilian personnel policy for implementing the Domestic Violence Misdemeanor Amendment to the Gun Control Act of 1968 has been issued. The domestic violence amendment, commonly referred to as the Lautenberg Amendment, makes it a felony for persons convicted of a "misdemeanor crime of domestic violence" to engage in certain activities (e.g., shipping, test-firing, transporting) or to have access to ammunition or individual weapons. DoD policy extends this prohibition to include any conviction, misdemeanor or felony, for domestic violence.



The DoD requires that components identify all civilian positions covered by the Gun Control Act, and that we will not employ or retain in a covered position any civilian employees that we know, or have reason to believe, have a qualifying conviction. It also requires that we implement a program to inform civilian employees in positions covered by this policy of the Act's requirements. We must notify employees in covered positions that they have an affirmative, continuing obligation to inform their supervisors if they have, or later obtain, a qualifying conviction. Further, DoD components must retrieve Government-issued

firearms and ammunition from any DoD employees in a covered position found to have a qualifying conviction and must suspend the employees' authority to possess firearms and/or ammunition. The absence of a qualifying conviction will be a condition of employment for all covered positions. More to follow upon receipt of Army implementing guidance.

## REMINDER!!!!

### “WHISTLE BLOWING”

The disclosure of information that you reasonably believe evidences illegal or improper activity is known as “whistle blowing.” Federal law recognizes that people may be reluctant to come forward with information regarding wrongdoing out of fear of damaging their careers, and the law protects soldiers and civilian employees from retaliatory personnel actions.

Here are some examples of situations that may arise:

1. You are a soldier witnessing another soldier in your unit loading substantial quantities of government supplies into a private vehicle. You disclose what you saw to the unit commander who causes an investigation into supply practices. Your NCOs begin finding fault with your duty performance, giving you negative counseling statements, requiring extra training, and threatening you with disciplinary action. Given that the adverse actions began after the disclosure, you could be the subject of reprisals for whistle blowing.
2. You are a civilian employee witnessing someone in your office, either military or civilian, making comments in the workplace that are, at the least, offensive and appear to be sexual harassment. You disclose the offensive conduct to the IG as a sexual

harassment matter. Shortly thereafter you are counseled by your superiors on your inability to get along with co-workers and referred for a mental evaluation. You have no prior adverse comments on your duty performance and no history of mental illness. They could be personnel actions in reprisal for the sexual harassment disclosure.

Below is a brief summary of the protections available to those who disclose such information.

#### Military Whistleblower Protection Act

10 USC 1034, DOD Directive 7050.6, and AR 600-20, Para. 5-12

The Act creates two types of protected communications for soldiers:

- Making or preparing a lawful communication to a member of Congress or an Inspector General; and
- Making or preparing to make a communication in which the soldier complains of or discloses information that he or she reasonably believes constitutes evidence of:
  - A violation of law or regulation, including a law or regulation prohibiting sexual harassment or unlawful discrimination, or
  - Any gross mismanagement, gross waste of funds, abuse of authority, or
  - Substantial and specific danger to public health or safety.

The complaint or disclosure in the latter case must be directed to a member of Congress, an Inspector General, a member of a Department of Defense audit, inspection, investigation, or law enforcement organization, or any other person or organization (including the chain of

command) designated to receive such communications.

The Act provides that no person may take, or threaten to take, unfavorable personnel action, or withhold, or threaten to withhold, a favorable personnel action, as a reprisal against a soldier for making a protected communication.

The DOD Directive on the subject defines “personnel action” as any action taken against a soldier that affects, or has the potential to affect, that soldier’s current position or career. Such actions include promotion, disciplinary or other corrective action, transfer or reassignment, performance evaluation, decisions on pay, benefits, awards, or training, referral for mental health evaluation, and any other significant changes in duties or responsibilities inconsistent with rank.

The Act provides for Inspector General investigation of complaints of retaliation against those soldiers who make protected communications.

The DOD Directive provides that military personnel who violate the protections of the Act are subject to punitive action under Article 92, UCMJ and that Civilian employees are subject to adverse action under the laws governing their employment.



The Act only protects individual soldiers who confine disclosures to those made through congressional or Defense Department channels.

A soldier’s right to communicate with a member of Congress is never discouraged or restricted, but using the chain of command, the Inspector General, or other agencies before or at the same time often achieves the best result.

Civilian Employee Whistleblower Protection  
5 USC 2302 (a)(2) & (b)(8)

For civilian employees, the definition of whistleblower activity is very broad. Whistleblower protection only applies to an employee in a “covered position.”

“Whistleblower activity” is any disclosure of information by an employee or applicant which the employee or applicant reasonably believes evidences

- A violation of any law, rule, or regulation,
- Gross mismanagement,
- Gross waste of funds,
- An abuse of authority, or
- Substantial and specific danger to public health or safety.

A disclosure specifically prohibited by law or of information specifically required to be kept secret in the interest of national defense or the conduct of foreign affairs is not within the protection of the statute.



No one may take or fail to take, or threaten to take or fail to take, a personnel action with respect to any employee or applicant for employment in a covered position because of any protected disclosure listed in the statute.

“Personnel action” means any appointment or promotion; disciplinary or corrective action; a detail, transfer, or reassignment; reinstatement; restoration; reemployment; performance evaluation; decision concerning pay, benefits, or awards; decision concerning education or training if the education or training may reasonably be expected to lead to an appointment, promotion, performance evaluation, or other action described in this subparagraph; decision to order psychiatric testing or examination; and any other significant change in duties responsibilities, or working conditions.

"Covered position" means, with respect to any personnel action, most career employees, but it does not include certain policy-related positions or those excluded from coverage by the President. All federal employees at Fort Polk are in covered positions.

The Office of Special Counsel (OSC) has a whistleblower disclosure procedure that is by law confidential and permits the Special Counsel to require an investigation by the agency head. The OSC has a toll-free number—800-872-9855—that civilians may use to make disclosures or to report retaliation. The OSC web site—[www.osc.gov](http://www.osc.gov)—contains more information.

The OSC has jurisdiction to investigate and act on complaints of reprisals against civilian employees. The OSC has no jurisdiction to act against military personnel, but may investigate and refer findings to military authorities for action.



Whistleblower disclosures and complaints of reprisal may also be directed to the Inspector General.

Civilian employees who violate the protections of the law may be subject to adverse action. Military personnel who violate the law may be subject to UCMJ action.



It is incumbent on each of us to maintain the high standards required of us as soldiers and employees. We must recognize and report those things that violate the laws and policies governing the performance of our duties. In so doing we should be aware of the protections available to all of us for upholding those standards.

## CIVILIAN PAY CORNER

### STATUS OF RETROACTIVE PAY INCREASE

The President has signed the Consolidated Appropriations



Resolution for FY 2003. Among many other provisions, this legislation includes language that mandates a 1 percent

retroactive pay increase for most white-collar civilian Federal employees. However, decisions will have to be made regarding how the additional 1 percent pay increase will be allocated. Those decisions will be reflected in an Executive order signed by the President. Once the Executive order has been signed, OPM will issue new salary tables and provide additional guidance to Federal agencies. The additional 1 percent pay increase will be retroactive to the first pay period in January for all affected employees.

## HIGH YIELD INVESTMENT TSP CORNER

### TSP RATES OF RETURN

\*\*\*\*\*  
Rates of Return were updated on February 4, 2003.

	G Fund	F Fund	C Fund	S Fund	I Fund
January 2003	0.35%	0.10%	(2.67%)	(2.35%)	(4.24%)
Last 12 Months*	4.89%	9.52%	(22.99%)	(18.42%)	(15.00%)
(2/1/02 - 1/31/03)					

\*\*\*\*\*

\* The G, F, C, S, and I Fund returns for the last twelve months assume, except for the crediting of earnings, unchanging balances (time-weighting) from month to month, and assume earnings are compounded on a monthly basis.

The monthly G, F, C, S, and I Fund returns represent the actual total rates of return used to allocate monthly earnings to participant



accounts. Allocations are usually completed by the 4th business day of the month. The returns are shown after deduction of accrued TSP administrative expenses. The F, C, S, and I Fund returns also reflect the deduction of trading costs and accrued investment management fees.

## NOTICE

### THRIFT SAVINGS PLAN (TSP) “CATCH-UP” CONTRIBUTIONS SIGNED INTO LAW

President Bush has signed into law legislation (PL 107-304) allowing TSP participants age 50 and older to make additional contributions of up to \$2,000 in 2003, above the current 8% of basic pay for CSRS and 13% for FERS. The limits on catch-up amounts are expected to rise each year by \$1,000 until 2006 when they will cap at \$5,000. These “catch-up” contributions potentially provide participants over 50 an opportunity to make up for working years when 401(k)’s and similar savings plans, like the TSP, were not available. The catch up contributions, just as current TSP contributions are made, will be transacted through payroll withholding only. The Thrift Investment Board (TIB) has not yet officially provided specific details about TSP catch-up contributions. Federal agencies must adapt payroll and personnel systems so employees can contribute catch up contributions to the TSP. The beginning date, will in large part, be dependent on the ability of all government agencies to make these required system



changes. Information will be provided, as it becomes available from the TIB.

## REMINDER!!!!

### The Effect of the Suspension of Issuance of Treasury Securities to the Government Securities Investment (G) Fund

In the absence of legislation by Congress to raise the Federal debt limit, the Secretary of the Treasury may determine that portions of the money in the G Fund cannot be reinvested in Treasury securities because to do so would exceed the present Federal debt limit. However, all of the G Fund money would still be on account with the Treasury, and the interest which would accrue if the G Fund were fully invested would still be credited to the G Fund.

Some published reports have mischaracterized the actions that may be taken by the Treasury, which are authorized under the law. G Fund investments are safe and will continue, by law, to accrue earnings. The integrity of the G Fund would not be compromised. TSP participants' accounts would not be affected as a result of any suspension of issuance of Treasury securities to the G Fund.

This is possible because of the “make-whole” provision contained in the relevant section of the Thrift Savings Fund Investment Act of 1987 (P.L. 100-43), 5 U.S.C. § 8438(g)(4), covering this very situation (i.e., a suspension of Treasury securities issuance because of the debt ceiling). The make-whole provision means that TSP participants who have invested in the G Fund will not lose anything. The G Fund account balances would be exactly the same from day to day as if they were invested in Treasury securities. Furthermore, disbursements of TSP loans and withdrawals would not be delayed,

nor would the amounts of those payments be reduced.

A Congressional Research Service memorandum explaining the use of Federal retirement funds during debt issuance suspension periods was issued on March 20, 2002. This report accurately describes the actions that may be taken by the Secretary of the Treasury and the complete protection of TSP participants' G Fund accounts afforded by the make-whole provision. The General Accounting Office issued a report on August 30, 1996, (AIMD-96-130) confirming that the statutory make-whole protection (which remains in effect) was properly implemented when it was used in 1995-96.

## MEDICAL SENSE

### FEBRUARY IS AMERICAN HEART MONTH

By: CPT Trisha B Stavinocha, RD, LD

Are you monitoring your cholesterol because you are concerned about heart disease? Cholesterol and heart disease is something we don't need to worry about until we are old and gray, right? Not so. In one particular survey, 20% of men between 30-34 and 8% of women 30-34 had advanced fat-laden plaques on their arteries. Children are not excluded. About 25% of kids are overweight and over 60% of them have high cholesterol. Over half of the American population has high cholesterol. The scary thing is that around 50% of people who have heart attacks have normal cholesterol levels.

Factors that raise our cholesterol also increase our risk for heart disease. Smoking, obesity, lack of exercise, stress, and poor diet all compromise our heart health. With regards to diet, sometimes it is not what you eat but what

you are NOT eating that can hurt your heart's health.

**Fruits & vegetables** are packed with vitamins, minerals, fiber, & "phytochemicals" (heart healthy nutrients) that work to lower cholesterol. Choose a variety of brightly colored produce items to get all the nutrients you need. Fresh or frozen fruits & vegetables are high in nutrients & low in calories, making them helpful with weight control. Aim for at least 3 fruits & 4 vegetables every day.

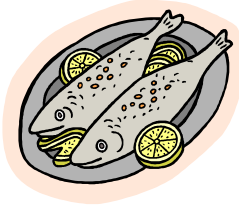


Produce, along with lentils, dried beans, peas, barley, & oats are rich in soluble **fiber**, which helps lower cholesterol. The American Heart Association recommends Americans eat >25 grams of fiber a day. Choosing whole fruit more often than juice & whole grains over refined grains can help you meet this goal. Choose cereals with 3-5 grams of fiber per serving. The AHA does not recommend fiber supplements to help lower cholesterol.



**Soyfoods** can help lower total cholesterol & LDL or "bad" cholesterol levels & may help increase HDL or "good" cholesterol level. Advances in food science have made soy products more tasty & nutritious than ever. Soy foods are low in saturated fat & cholesterol yet high in high quality plant protein, calcium & fiber. Also made from soy are **Benecol & Take Control**. These are spreads made with a refined form of plant sterol, which comes from soybean oil. A study in the 1995 New England Journal of Medicine indicated that regular long-term daily use of 2-3 servings, might lower LDL & total cholesterol levels by 9-20%. These spreads are not needed if you do not have high cholesterol. For more information on soy foods and soy recipes, check out [www.vrg.org](http://www.vrg.org), [www.talksoy.com](http://www.talksoy.com), or [www.soyfoods.com](http://www.soyfoods.com).

**Fish** has omega-3 fatty acids that lower triglycerides. Research suggests that omega-3s may help prevent blood platelets from clotting & sticking to artery walls, thereby lowering risk for blocked blood vessels & heart attack. Mackerel, albacore tuna, salmon, sardines, & lake trout are great sources of omega-3s. The AHA recommends eating 3 ounces of fish 2-3 times per week.



Of course, we must not forget that, while including all these heart healthy foods into our diets, we still must limit fats. Saturated fats raise LDL or “bad” cholesterol & are found in animal products such as meat, dairy, eggs, and butter or anything made with these ingredients. Trans fats are found in stick margarine, shortening, commercial frying fats, & bakery items. This type of fat is more harmful to your heart as saturated fats. Trans fats raise LDL cholesterol & lower HDL cholesterol. The best way to tell if a food contains trans fats is to look for the words “hydrogenated vegetable oil” in the ingredient list. Monounsaturated fats



are plant-based fats in peanut, olive, & canola oil. They lower total & LDL cholesterol with no negative effect on HDL cholesterol. Polyunsaturated fats are also plant-based fats such as safflower, sunflower, corn, soybean, & cottonseed oils. They may lower total cholesterol, but too much can decrease HDL cholesterol, which is why it is better to choose **olive or canola oil** rather than vegetable oil.

A heart healthy diet can be an exciting diet filled with disease fighting nutrients found in these tasty foods. Think about your favorite foods & then consider healthy ways to prepare them with great side dishes such as colorful, crunchy fruits & vegetables. Surprise your friends & family

with soy-based meat dish or tofu cheesecake. The options are endless. The Nutrition Clinic at BJACH has a “Heart Healthy” class the 4<sup>th</sup> Tuesday of every month. Call 531-3129 to sign up.



## THE VALUE OF PROOFREADING

If you want to know why it’s always a good idea to get an unbiased person to read your masterpiece report before you turn it in to your boss, just remember that the best of us trip over our own words now and then. Here are just a few examples of blunders by folks whose words didn’t quite come out as they’d hoped:

- Newspaper headline: “Two convicts evade noose, jury hung.”
- Sign hanging in a Laundromat: “We don’t tear laundry in our machines. We do it by hand.”
- Hospital notices: “William Anderson was released yesterday from the hospital where his right leg was placed in a cast following a fracture of his left ankle.”

“Arthur Edwards left Park Street Hospital Wednesday, still recovering from a head injury and shock caused by coming into contact with a live wife.”

--Adapted from The Motivational Manager, 800.878.5331, [www.ragan.com](http://www.ragan.com)



## NOTHING LOST, NOTHING GAINED

Okay, it's February, and that means there's a 90 percent chance that your lack of willpower has gotten the better of your New Year's resolutions. But before you beat yourself up too much over last night's french fries, perhaps you should read the fine print on the dieter's contract:

- If no one knows you've eaten it, it has no calories.



- Drinking a diet soda with it cancels out the calories.

- If you and your dieting buddy both eat the same thing, you each only have to count half the calories.

- Food and drink consumed during movies or sporting events-such as hot dogs, nachos, butter popcorn, Milk Duds, and Junior Mints-are part of the entertainment experience and are not considered part of the day's calories consumption.

- Never count the calories in food used for medical purposes. This includes soup, Jell-O, hot cocoa, ice cream, vanilla wafers, animal crackers, Sara Lee cheesecake, and chocolate of any kind.



And, if all else fails, remember that you'll always be thinner if you fatten up everyone around you.

--Adapted from The Motivational Manager, 800.878.5331, [www.ragan.com](http://www.ragan.com)

## FORT POLK LEAVE DONOR PROGRAM

Would you like to assist a co-worker who is in need of annual leave? Then consider donating annual leave to employees enrolled in the Voluntary Leave Transfer Program. To donate leave, submit a "Leave Transfer Authorization" FP Form 25, to the CPAC at Bldg. 413. Who is in need:



Judy Mafnas	DRM
Charline Browning	DCFA
Bonnie Rhea Jarrell	DOL

## ARTICLES FOR BULLETIN

If you have any suggestions on topics or issues that you would like addressed in future bulletins, please submit them to one of the following:

1. [misty.adler@polk.army.mil](mailto:misty.adler@polk.army.mil)
2. Call 531-1840

Suggestions will be reviewed and addressed if at all possible.

*//Original Signed//*  
**DONALD R. MALLETT**  
Director, Civilian Personnel  
Advisory Center